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THE ANDHRA PRADESH GAZETTE

PART–I EXTRAORDINARY

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NOTIFICATIONS BY GOVERNMENT

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MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
(*G-1*)

THE ANDHRA PRADESH MUNICIPAL MINISTERAL SUBORDINATE SERVICE RULES.

[G.O.Ms.No.17, Municipal Administration & Urban Development (G1), 16th January, 2013.]

In exercise of the powers conferred by Section 326 read with sub-section (2) of Section 80 of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act 6 of 1965), and in supersession of Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in G.O.Ms.No. 292 MA & UD Department, dt. 16.05.1992 and amended in G.O.Ms.No. 297 MA & UD Department, dt. 31.05.1994, G.O.Rt.No. 723 MA & UD Department, dt. 15.10.1997 and G.O.Ms.No. 128 MA & UD Department, dt. 17.03.2010, the Governor of Andhra Pradesh hereby issues the Andhra Pradesh Municipal Ministerial Subordinate Service (APMMSS) Rules for the Andhra Pradesh Municipal Ministerial Subordinate Service constituted in G.O.Ms.No. 29 MA & UD Department, dt. 09.05.1977 and for the Cadre of Bill Collectors included in Andhra Pradesh Municipal Ministerial Subordinate Service (APMMSS) in G.O.Ms.No. 203 MA & UD Department, dt. 14.05.2012.

1. SHORT TITLE :- These rules may be called "THE ANDHRA PRADESH MUNICIPAL MINISTERIAL SUBORDINATE SERVICE RULES"

2. COMMENCEMENT:- The said rules shall come into force with immediate effect.

3. DEFINITIONS :- As they occur unless the context otherwise requires the words and expressions used in these rules but not defined shall carry the same meaning as defined in the Andhra Pradesh State and Subordinate Service Rules, Andhra Pradesh Ministerial Service Rules, Andhra Pradesh Municipalities Act, 1965 and other relevant rules.

4.CONSTITUTION:- The Andhra Pradesh Municipal Ministerial Subordinate Service shall consist of the following categories namely:-

Category - I:- Managers of Special and Selection Grade Municipalities.

Category -II:- Managers of First Grade Municipalities and Revenue Officers of Special and Selection Grade Municipalities.

Category -III:- Managers of Second and Third Grade Municipalities, Revenue Officers of First Second and Third Grade Municipalities.

Category -IV:- Upper Division Clerks including Upper Division Revenue Inspectors and Upper Division Stenographers.

Category - V:- Lower Division Clerks including Lower Division Revenue Inspector, Typists and Lower Division Steno Typists.

Category - VI:- Bill Collectors.

The posts of Upper Division Clerks, Upper Division Revenue Inspectors are equivalent posts and they are inter-transferable. Similarly, the posts of Lower Division Clerks and Lower Division Revenue Inspectors are equivalent posts and they are inter-transferable.

5 (1) The pattern and norms of this service shall be as follows:-

1. Categories I to III:-Each Multi-Zone will be a local unit.

a) **Zones I to IV** constitutes Multi-Zone-I

b) **Zones V to VI** constitutes Multi-Zone-II

2. **Category - IV:-** Each zone will be a local unit.

3. **Category-V & VI:-** Each **District** will be a local unit.

ZONES AND OTHER JURISDICTION

Zone -I:- All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam Districts

Zone - II:- All Municipalities in East Godavari, West Godavari and Krishna Districts.

Zone - III:- All Municipalities in Guntur, Prakasam and Nellore Districts.

Zone - IV:- All Municipalities in Kurnool, Cuddapah, Anantapur and Chittoor Districts.

Zone - V:- All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts.

Zone - VI:- All Municipalities in Mahaboobnagar, Nalgonda, Rangareddy, Medak, Nizamabad and Hyderabad Districts.

6. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES I TO III

The Director of Municipal Administration shall be the appointing authority in respect of **Categories I to III** of this service.

7. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES IV TO VI

The Regional Director-cum-Appellate Commissioner of Municipal Administration of the concerned region shall be the appointing authority for categories IV to VI.

8 (1) METHOD OF APPOINTMENT OF CATEGORIES I TO III

Category I By promotion from Category II working in the Municipalities of Multi Zone I or Multi Zone II as the case may be with not less than 2 years of service in that category.

Category II By promotion from Category III working in the Municipalities of Multi Zone I or Multi Zone II as the case may be with not less than 2 years of service in that category **and the incumbents who are working as Accountants of Special and Selection Grade Municipalities in Multi Zone-l or Multi Zone-II as the case may be with not less than two years of service in that category.**

Category III **By promotion from the incumbents who are working as Accountants of First and Second Grade Municipalities of Multi Zone-l or Multi Zone -II as the case may be with not less than two years of service in that category and after exhausting promotion of these incumbents, by promotion from Category -IV working in the Municipalities or Multi Zone-l or Multi Zone-II as the case may be with not less than two years of service in that category.**

Provided that whenever a Gram Panchayat, Grade-I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Executive Officer or

Executive Officer Grade-I or Grade-II of the Gram Panchayat so constituted as a Municiplity or included in the neighbouring Municipality as the case may be shall on his exercising the option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service be absorbed in Category-III or Category-V respectively of the Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the Executive Officers so absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service shall be considered for fixing of the inter-se-seniority in relevant categories of Andhra Pradesh Municipal Ministerial Subordinate Service.

Omitted

(2) Appointment by promotion to **categories I to III** of this service shall be made by a Committee consisting of the following members:-

1. Director of Municipal Administration.
2. Director of Local Fund Audit; and.

The President of Chamber of Municipal Chairmen or in his absence the Secretary of the Chamber or in the absence of both, a Municipal Chairman authorized by the Chamber, for the purpose.

(3) Director of Municipal Administration shall preside over the meetings of the Committee, which shall meet twice in a year ordinarily in the months of May and November every year at such time and place as the Director of Municipal Administration as Presiding Officer may fix;

Provided that the panels may be prepared by the two Members namely the Director of Municipal Administration and the Director of Local Fund Audit, if the Office of President / Secretary / Municipal Chairman authorized for the purpose are vacant, coopting the Additional Director of Municipal Administration / Joint Director (Services) Office of the Director of Municipal Administration.

9 (1) METHOD OF APPOINTMENT TO CATEGORIES IV to VI:

Category IV: By promotion from the eligible Lower Division Clerks and Typists working in the Municipalities of the Zone with not less than 2 years of service;

Provided that whenever a Gram Panchayat Grade-I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Senior Assistants including Upper Division Revenue Inspectors and Upper Division Stenos of the said Gram Panchayat shall be absorbed in **Category IV** of the Andhra Pradesh Municipal Ministerial Subordinate Service on their exercising option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service and their past service in Panchayat shall be considered for fixing the inter-se-seniority in **Category IV** of Andhra Pradesh Municipal Ministerial Subordinate Service.

Category V : The **appointment** shall be made by a Committee consisting of the following members.

i) **Regional Director-cum-Appellate Commissioner of the Municipal Administration of the region concerned.**

ii) **Chairperson of the Municipal Council concerned**: and

iii) **Commissioner of the Municipality concerned.**

(2) Regional Director-cum-Appellate Commissioner of Municipal Administration shall preside over the meetings of the Committee.

(3) The recruitment to **Category V** shall be made in the following rotation:-

1st vacancy: By direct recruitment

2nd vacancy: By appointment by transfer from Bill Collectors.

3rd vacancy: By direct recruitment

4th vacancy: By appointment by transfer from Record Assistants

5th vacancy: By direct recruitment

6th vacancy: By appointment by transfer from category of Attenders or Members of equivalent category

7th vacancy : By direct recruitment

8th vacancy : By appointment by transfer from the category of Drivers.

Provided that the vacancies intended for direct recruitment shall be filled through Andhra Pradesh Public Service Commission.

Provided the candidates for the second, fourth, sixth and eighth vacancies intended for appointment be transfer from Bill Collector, Record Assistant, Driver or last Grade Service shall complete 5 years of regular service in the lower category and shall possess requisite qualifications to hold the post in Category V.

Provided further that if no qualified persons in the Municipality are available for the second, fourth, sixth and eighth vacancies for appointment the vacancies shall be filled by Direct Recruitment.

Provided also that preference shall be given to Women and they shall be selected for appointment in respect of Direct Recruitment to an extent of at least 30% in each category of Open Competition, Backward Classes, Scheduled Castes and Scheduled Tribes quota.

4) Omitted

Whenever a Gram Panchayat is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality the Lower Division Clerks including Lower Division Revenue Inspectors, Typists and Lower Division Steno- Typists of the said Gram Panchayat shall on their exercising their option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service be absorbed in Category V of Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the persons so absorbed shall be considered for fixing of the inter-se-seniority in Category V of Andhra Pradesh Municipal Ministerial Subordinate Service.

5) "The recruitment of category VI " shall be made in the following rotation".

1st Vacancy	:	By direct recruitment
2nd vacancy	:	By direct recruitment
3rd Vacancy	:	By appointment by transfer from the category of Attender
4th Vacancy	:	By direct recruitment
5th Vacancy	:	By appointment by transfer from the category of Public Health workers
6th Vacancy	:	By direct recruitment
7th Vacancy	:	Direct Recruitment
8th Vacancy	:	By appointment by transfer from the category of Non-Public Health Workers
9th Vacancy	:	Direct Recruitment
10th Vacancy	:	Direct Recruitment

Note -1 : The appointment of candidates for category -VI by transfer shall be made by a Committee Constituted for appointment to Category V .

Note-2 : In the event of employees with prescribed qualification are not available for appointment by transfer to fill up 3rd vacancy , 5th vacancy and 8th vacancy of Category -VI, the resultant vacancies shall be filled up by direct recruitment.

Note : 3 : The vacancies intended for Direct recruitment should be filled through Andhra Pradesh Public Service Commission.

6) The candidates for the vacancies intended for direct recruitment shall be selected as per the principles laid down in the Andhra Pradesh Employment (Organization of Local Cadres and Regulations of Direct Recruitment) order, 1975.

10. QUALIFICATIONS:

No person shall be eligible for appointment to the category of posts in column (2) of the Annexure-II to these rules unless he possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

11. TEMPORARY APPOINTMENT:

(1) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on a higher category in the service by promotion from a lower category and there would be undue delay in making appointment by promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with the rules on purely temporary basis until a person is promoted in accordance with the rules.

(2) No person who does not possess the qualifications, if any, prescribed for the said service shall ordinarily be promoted under sub-rule (1).

(3) A person temporarily promoted under sub-rule (1) whether or not he possesses the qualifications prescribed for the service to which he is promoted, be replaced as soon as possible by the Member of the service who is entitled to the promotion under the rules.

(4) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled by reason of only of such temporart promotion to any perferentail claim to future promotion to such higher category.

(5) If such person is subsequently promoted to the higher category in accordance with the rules he shall commence his probation if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine.

12. SENIORITY:

(1) The seniority of a Member of the service in each category and grade shall be determined by the date of his first appointment to that category in accordance with these Rules:

Provided, that if any portion of the service of a Member does not count towards his probation, his Seniority shall be determined by the date of the commencement of his service which counts towards probation.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in the case of two or more members of the service, their inter-seniority shall be determined by the appointing authority with reference to their age and the member older in age should succeed the younger.

(3) A member of the service shall, unless he is reduced in seniority as a punishment, retain seniority in the category as determined by sub-rules (1) and (2) through his service, not withstanding any delay in the completion of his probation or in his appointment as a full member of the service.

(4) Where a member of any service is reduced to a lower category or grade, he shall be placed at the top of the latter, unless the authority ordering the punishment, directs that he shall take in such lower category or grade, next below any specified member thereof.

13. PROBATION:

(1) Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years and every person appointed to any category by promotion or by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

(2) A probationer in a service or a class or category of a service, shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules, if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service of the class or category thereof, as the case may be.

(3) A probationer in any category or a service or class of service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service or class or service as the case may be.

Nothing contained in this sub-rule shall be construed as authorizing the promotion of a probationer in a category to a higher category in contravention of Rule 12.

(4) A Probationer in any category of a service who is promoted temporarily under the provisions of rule 11 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category, the period of duty performed by him in the later category during which he would have held a post in the former category but for such temporary promotion.

14. EXTENSION OF PROBATION:

(1) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the Special tests if any prescribed in these rules, the appointing authority shall by order, discharge him from the service unless the period of probation is extended under sub-rule (2).

(ii) If within the period of probation prescribed in these rules or within extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examination in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known

before the expiry of such period, he shall continue to be on probation until the publication of the results of the test for examinations for which he has appeared.

(iii) In case the probationer who fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by order, discharge him from the service.

(iv) Any delay in the issue of an order discharging a probationer under clause (i) or (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

(2) In the case of any Probationers falling under sub-rules (4) and (5) of rule 11 or sub-rule 2 and 3 of rule 28, the appointing authority may extend his probation to acquire the special qualifications or pass the prescribed tests or to complete the period of punishments imposed if any under rule 28, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest.

(3) In the case of any Probationer falling under sub rules (2) and (3) of rule 28 when he has after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation completed one year of duty in such service, class or category.

(4) In cases, where the probation of a Probationer is extended his increment shall be postponed until he completes his probation satisfactorily and by the period for which his probation is extended, such postponement of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he completes his probation satisfactorily.

(5) In the case of a probationer whose period of probation is one year on duty the increment shall be postponed until he completes his probation. It shall not, however, be postponed, if it falls due after he completes his probation satisfactorily.

15. APPEAL AGAINST DISCHARGE:

(1) A Probationer discharged from service shall be entitled to appeal to the Director of Municipal Administration in respect of **categories IV to VI** and to Government in respect of against the order of discharge passed by the appointing authorities concerned within sixty days of the date of which one receive the orders of discharge.

(2) The Government in respect of **categories I to III** and the Director of Municipal Administration in respect of **categories IV to VI** may on their own motion or otherwise revise any order of the lower appointing authorities concerned.

(3) When an order of discharge is issued by an authority subordinate to the appointing authority, he shall exercise the powers as mentioned in sub rules (1) and (2).

16. COMMENCEMENT OF PROBATION OF THOSE WHO ARE FIRST APPOINTED TEMPORARILY.

(1) A person having been appointed temporarily under rule 11 to a post borne on the cadre of the service is subsequently appointed to the service, he shall commence his probation from the date of such subsequent appointment or from such earlier date as appointing authority may determine.

(2) A probationer in any category of the service shall be eligible to count for probation, the period of service if any, performed in a higher category of the service if during such period he would have held a post in the former category but for his appointment to the later category.

17. MEMBERS ABSENT FROM DUTY:

The absence of a Member of the service from duty in such service whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such service is suspended or not, shall not if he is otherwise, fit, render him ineligible in his turn:
(i) For re-appointment to a substantive or officiating vacancy in the class or category in which he may be probationer or an approved probationer; or
(ii) For promotion from a lower to higher category in such service; or
(iii) For appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate, as the case may be in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probaton to his completing satisfactorily a period of probationer on his turn.

18. APPOINTMENT OF FULL MEMBERS:

(i) Subject to the provisions of rules 9 and 10 an approved probationer shall be appointed by the appointing authority, to be a full member of the service in the class or category for which he was selected at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date of previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category;

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

(2) For the purpose of this proviso, if there are more persons than one who have completed the prescribed period of probation, the senior most among them shall be deemed to be the senior most, approved probationer eligible for appointment as full member, not Withstanding the fact that his probation has not been declared, provided the delay in declaration of probation is due to administrative reasons, but subject to the condition of his probation being declared subsequently to have been satisfactorily completed.

(3) If there is a senior, who joined duty later due to administrative reasons, such as availing of joininq time, and the like and hence commenced probation from a date later than his junior, the senior shall be deemed to be the approved probationer eligible for appointment as full member notwithstanding the fact that he has not completed the prescribed period of probation on the date of the vacancy, but subject to his satisfactorily completing the prescribed period of probation.

(4) For the purpose of this sub-rule, an approved probationer on leave shall be deemed to be on duty as member of the service in the class or category concerned if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(5) Where appointment to any service, class or category is according to rules both by direct recruitment and by transfer vacancies against which persons have been recruited direct shall be regarded as distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (1) shall be made separately in each of these groups.

19. POSTINGS AND TRANSFERS:

(1) The employees working in **categories I to III** are liable for transfer within the Multi-Zone concerned. The authority competent to order the postings and transfers in respect of categories I to III within the Multi-Zone-I and Multi-Zone-II as the case may be, shall be the Director of Municipal Administration, Andhra Pradesh, Hyderabad.

(2) The employees working in Category IV are liable for transfer within the Zones concerned. The employees working in categories category-V and VI are liable for transfer within the districts concerned. The authority competent to order the postings and transfers of categories -IV to VI shall be the concerned Regional Director of Municipal Administration".

Provided that the Director of Municipal Administration shall have the power to cancel, to modify or to revise such transfers and to issue such instructions to the concerned Regional Director-cum-Appellate Commissioner/Joint Director of Municipal Administration as he deems fit.

20. AGE:-

The rule governing the minimum age for direct recruitment in the Government service, shall mutatis- mutandis apply to all the services in these rules.

21. TRAINING:

Every person appointed to **category V,** shall undergo training before commencement of his probation as specified below:

Two weeks in Accounts Section
Two weeks in Taxation
Two weeks in town Planning Section
Two weeks in Engineering Section
Two weeks in Public Health Section

One week in council meeting Section
One week in inward Section
One week in out ward Section
One week in Record Room.

21- A - " Every person appointed to Category VI shall undergo training for a period of three months as prescribed by Commissioner & Director of Municipal Administration before commencement of the probation

22. CONDITIONS OF SERVICE:

In matters not covered by these rules, the member of the service shall be governed by all other rules applicable to Government Servants.

23. PAY AND ALLOWANCES:

A member of this service, shall begin to draw the pay and allowance attached to his tenure of a post with effect form the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to hold the post.

24. LEAVE :-

(1) The authority to sanction all kinds of leave except study leave and special disability leave to the members of all categories of Andhra Pradesh Municipal Ministerial Subordinate Service is the Municipal Commissioner of the respective Municipalities.
(Amended in G.O. Ms. No. 297 M A & U D (L3) Department, dt. 31.5.94)

25. LEAVE SALARY:-
"Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account "010- Salaries" .

26. PAYMENT OF PAY AND ALLOWNCES, TRANSIT PAY, TRAVELLING ALLOWANCES AND DEARNESS ALLOWNCES:

(1) A member of this service shall draw pay and allowances admissible as revised by Government from time to time.

(2) **" Expenditure on Pay and Allowances of the members of the service shall be made under detailed Head of Account "010- Salaries " through Government Treasuries as per orders issued in G .O. Ms. No. 179 dt. 25.2.2009 of M A & UD (G1) Department and subsequent orders issued by the Government from time to time as the case may be".**

27. LOANS AND ADVANCES:

The authority which may sanction various loans and advances to a member of this service shall be the Commissioner of the Municipalities in which he is working.

28. DISCIPLINE AND CONTROL:

(1) The Andhra Pradesh Civil Service (Classification, control and Appeal) Rules, 1963 applicable to Governement employees shall be made aplicable to the members of the service except to the extent indicated hereunder:

(2) The Commissioner of the Municipal Council may suspend a member of this service of all the categories pending enquiry into grave charges or impose the following penalties.

i) Censure

ii) Withholding of increment, and

iii) Recovery from pay of the whole or any Part of any pecuniary loss caused to the Municipal Council by negligence or breach of orders while working in the Municipality.

Provided that the appointing authorities concerned shall be the authority who can also suspend a member of this service pending enquiry into grave charges or impose the above penalties.

(3) The authority which may impose the following penalties on a member of the service shall be the appointing authorities concerned or any higher authority.

i) Withholding of promotion where such penalty is imposed on a ground of specific default or mis-conduct.

ii) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
iii) Compulsory retirement from service.
iv) Removal from service.
v) Dismissal from service.
vi) Suspension.

(4) When, in any case, a higher authority has imposed or declined to impose a penalty under this rule a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

(5) The fact that a lower authority has imposed prodeclined to impose a penalty in any case shall not preclude a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(6) The order of higher authority imposing or declining to impose in any case, a penalty under this rule shall supersede any order passed by a lower authority.

(7) An appeal against any order passed by the appointing authorities in respect of categories IV to VI concerned shall lie to the Director of Municipal Administration and the Government against the orders of the Director of Municipal Administration, in respect of categories I to III

29. CONDUCT

Andhra Pradesh Civil Service (Conduct Rules) 1964 applicable to Government Servants as amended from time to time shall be made applicable to the Members of the Service

30. PENSION AND GRATUITY:

(1) The existing munlclpal employees appointed before 1.9.2004 and who are promoted to this service shall be paid pension as per A P Revised Pension Rules 1980, under the Head of Account "MJH 2071-01-MH 110 - SH (09)-040-041 Pensions"

(2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O. Ms. No. 653 Finance (Pension.l) Department, dt. 22.9.2004

31. REPEAL:

The Andhra Pradesh Municipal Subordinate Service Rules issued in G.O. Ms. No. 479 M.A., dated: 7.2.1958 and the statutory rules prescribing qualifications for officers and servants of Municipal Council issued under the Andhra Pradesh (Andhra Area) District Municipalities Act, 1920 and the statutory rules relating to the appointment and punishment of officers and servants of Municipal Councils issued under the Andhra Pradesh (Andhra area) District Municipalities Act, 1920 and Hyderabad District Municipalities Act, 1956 as amended, in so far as they relate to the posts covered under the present Andhra Pradesh Municipal Ministerial Subordinate Service are hereby repealed.

32. REVIEW OF EARLIER PROMOTIONS:

(1) Not withstanding anything contained in these rules, the appointing authorities shall as soon as possible after these rules come into force fit in the officers or employees in the categories concerned into such categories of service or grade thereof as they consider them fit after examining their previous record and all other relevant circumstances and in terms of general instructions or guidelines, if any, issued by the Government for such fixation.

(2) An appeal shall lie to the Director of Municipal Administration against the orders issued by the appointing authority in respect of **categories IV to VI** and to the Government against the orders issued by the Director of Municipal Administration in respect of **categories I to III:**

Provided Government may call for the records of any such order or orders passed by the Director of Municipal Administration and other appointing authorities and pass such orders as they deem fit, on appeals.

(3) Any order or orders passed in accordance with these rules by the authorities concerned or any higher authority, shall be binding on the Municipal Councils and such orders shall have to be implemented by the Municipal Councils.

(4) An appeal shall lie to the competent authority within sixty days from the date of receipt of orders under sub-rule (1) by the employee concerned.

33. SAVING:

All the Transfers, promotions and suspensions made by the Commissioner & Director of Municipal Administration in pursuance of the orders issued in G.O. Ms. No. 142 M.A, dt. 12.3.84 and all acts, proceedings or things done or taken by the State Government or by any officer of the state Government or by any other Authority under the said orders shall be deemed to be and to have always been done or taken in accordance with these rules.

ANNEXURE

Sl.No	Category of Post	Minimum Educational Qualificmations

1. Bill Collector: By direct recruitment and appointment by transfer

"A pass in intermediate or its equivalent examination and knowledge in M S office"

Provided that the candidates for appointment by transfer with SSC qualification may be considered for promotion subject to the condition that they shall acquire qualification of Intermediate and knowledge in M.S Office with in a period of three years from the date of promotion as Bill Collector.

2. Junior Assistant: A pass in Intermediate or its equivalent Examination.

Provided that those who were already appointed prior to 29.10.1987 shall be eligible for appointment as Junior Assistant etc. if they possess the minimum general educational qualification of SSC or its equivalent examination and put in not less 5 years of regular service.

(Amended in G.O.Rt.No. 723 MA, dt. 15.09.1997)

3. Typists: i) A pass in Intermediate or its equivalent Examination

ii) A pass in English Type writing Higher Grade Examination.

iii) A pass in Telugu Type writing Lower Grade Examination.

4. L.D. Steno. : i) A pass in Intermediate or its equivalent Examination.

ii) A pass in English / Telugu Short Hand Lower Grade Examination or its equivalent Examination.

iii) A pass in English Type writing Higher Grade Examination.

5. U.D. Steno. : i) A pass in Intermediate or its equivalent Examination

ii) A pass in English / Telugu Short Hand Higher Grade Examination or its equivalent examination.

iii) A pass in English Type writing Higher Grade examination.

iv) A pass in Telugu Type writing Higher Grade examination.

6. Senior Assistant.: A pass in Accounts Test for Local Body Employees.

ADHAR SINHA,
Secretary to Government.

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